

Report of Unauthorized Disclosures

1. Applicability -- Individual submissions are required from each Department, (Agency or other organizational unit) shown in Section 2 (A) and (B) of Executive Order #11652. Departments are also required to obtain and forward information on unauthorized disclosures occurring on projects or programs undertaken by contract.
2. Form or Format -- Use form ICRC #3, "Unauthorized Disclosures," in submitting this report. (See attached sample) Where information is obtained from contractors, form #3 may be used as a transmittal document to avoid the cost of transcribing the data.
3. Report Basis and Scope -- An unauthorized disclosure is defined as any compromise of classified information or material by communication or physical transfer to an unauthorized person. It includes unauthorized disclosure of classified information in a newspaper, journal or other publication where such information is traceable to a Department because of a direct quotation, or other uniquely identifiable fact. Any possible compromise of classified information, including classified information or material contained in working papers, which is reported under the procedures established pursuant to Section V (B) of the NSC Directive and is subsequently confirmed as an unauthorized disclosure should be reported. All unauthorized disclosures becoming known during the reporting period to an appropriate Departmental official shall be reported.
4. Frequency and Due Date -- The report shall be submitted to ICRC no later than fifteen calendar days after the end of each quarter.
5. Report Medium -- Submit typewritten report.

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6. Copies and Distribution -- Forward one copy of the report to ICRC and retain copies required for Departmental use.

7. Classification -- Unclassified unless the nature of the disclosure (how compromised or leaked, where and by whom) or the subject matter requires classification.

8. Procedural Instructions for Completing the Form -- Complete the prescribed form (ICRC 3) using the guidelines and definition contained in paragraph 3:

A. Include date the incident occurred, if known.

B. Show the subject and the security classification of the compromised information.

C. Identify the document and the person or persons furnishing or disclosing the material, information or document (defined as any recorded information in any medium).

D. Identify the publication (public press, technical journal, report, etc.), speech or briefing containing the unauthorized disclosure or the unauthorized recipient of the classified information.

E. Include the Department's (or Agency) evaluation of the impact of the unauthorized disclosure on both the Government and the public.

F. If legal action is contemplated or already started, briefly describe the action, providing the names of probable or actual defendants and the probable or actual jurisdiction. In lieu of legal action,

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G. Where appropriate, state action planned or taken to prevent similar disclosures or reoccurrences.

H. Attach additional sheets or exhibits as necessary.

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UNAUTHORIZED DISCLOSURES

Definition - An unauthorized disclosure is the compromise of classified National Security information or material by communication or physical transfer to an unauthorized recipient. It includes the unauthorized disclosure of classified information in a newspaper, journal or other publication where such information is traceable to a department or agency because of a direct quotation, or other uniquely identifiable fact.

Any possible loss or compromise, including information contained in working papers, which is reported under procedures established pursuant to Section V, B of the NSC directive governing the classification, downgrading, declassification and safeguarding of National Security information which is subsequently confirmed as an unauthorized disclosure should be reported.

Instructions - Provide the following details concerning each incident:

1. Date the incident occurred, if known.
2. Subject and security classification of the compromised information.
3. Identify the document and the person or persons furnishing or disclosing the material, information or document (defined as any recorded information in any medium), if known.
4. Identify the publication (public press, technical journals, report, etc.) speech or briefing containing the unauthorized disclosure or the unauthorized recipient of the classified information.

5. Include the Department's (or Agency) evaluation of the impact of the unauthorized disclosure both on the Government and upon the public.
6. If legal action is contemplated or already started, briefly describe the action, providing names of probable or actual defendants and the probable or actual jurisdiction. In lieu of legal action, indicate other action taken or pending.
7. Where appropriate, state action planned or taken to prevent similar disclosures or recurrences.
8. Attach additional sheets or exhibits as necessary.
9. Submit report on ICRC form #3 no later than fifteen calendar days after the end of each quarter.

DESCRIPTION OF INCIDENT

CHAIRMAN, DEPARTMENTAL REVIEW COMMITTEE (Name, Title, Signature)

PERIOD ENDING (Day, Month, Year)

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